

**SUBCHAPTER c: FISCAL ADMINISTRATION  
PROCEDURES 362 THE BAIL FUND  
JULY 1, 1981**

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= = Section 362.1            Purpose

= = Section 362.2            Definitions

= = Section 362.3            Purpose of the Fund

Section 362.4            Source of the Fund

The custodian of the account shall cause a receipt to be written and mailed to the donor of funds designated for the Bail Fund as well as to those donors whose unspecified donations have been ordered by the Department into the Bail Fund.

Section 362.5            Handling of the Fund

- a) The custodian of the account shall maintain a Bail Fund Receipts and Disbursements Journal. The receipts section of the journal shall show the receipt number, date, name of donor and the amount. The Receipts Journal shall be totaled monthly and posted to the General Ledger Bail Fund account. The disbursements section of the journal shall show the date, check number, payee and name of child, and the amount disbursed. The Disbursements Journal also shall be totaled monthly and posted to the General Ledger Bail Fund Account. Each check issued shall be supported by a C-13 Invoice-Voucher in duplicate using the check number as the voucher number and include in the explanation space all pertinent details regarding the transaction. The approval of the trustees for disbursements over \$150.00 or the approval of the administrator designated by the Deputy Director of Program Operations if \$150.00 or less shall be attached to the duplicate voucher form. The original voucher form shall accompany the check to the payee.

The custodian of the account shall reconcile the balance in the fund per the General Ledger monthly with the statement of account issued by the depository. The custodian shall complete and file Form C-17, Report of Receipts and Disbursements for "Locally Held" Funds with the Comptroller by the last day of the

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month following each quarter. These reports will be cumulative on a fiscal year to-date basis.

The custodian of the account shall estimate current cash requirements for the funds checking account and invest surplus funds in a savings account or such other type of deposit taking into account the foreseeable need and interest yield.

- b) It shall be the responsibility of the Deputy Director of Program Operations to provide the custodian of the account with the necessary authorizations in writing prior to the issuance of a check from the Bail Fund.
- c) The Custodian of the account shall issue a receipt to the payer for any portion of the bail returned to him and redeposit in the Bail Fund. The entry in the Receipts Journal shall reference the original disbursement by check number.

= =d)

= =e)

= = Section 362.6 Department and Employee Liability

### Section 362.7 Criteria for Bail

When a child for whom the Department is legally responsible is arrested and put in jail, the child's worker is to notify the Regional Administrator. Together they shall review the criteria for bail contained in part 362. If the criteria for the use of the Bail Fund are met and the amount needed is \$150.00 or less, the Regional Administrator shall call Program Operations, Springfield, to arrange to have the check issued. If the criteria for the use of the fund are met and the amount needed is more than \$150.00, the Regional Administrator shall call Program Operations, Springfield, and dictate a memorandum to the trustees of the fund. The memorandum should address how the criteria have been met and should request the immediate approval of the trustees for the expenditure of bail. When the approval has been obtained, arrangements will be made to have the check issued.

CFS-430, Bail Bond Agreement, is designed to ensure the return of refunded bail to the Bail Fund. This form should be completed by the Regional Administrator whenever the fund is used. In line 2, "Richard S. Laymon, Guardianship Administrator," should be inked out and \_\_\_\_\_, Regional Administrator should be submitted. At the bottom of the page, again the name and title of the Guardianship Administrator and the title Assistant Guardianship Administrator should be inked out and the Regional Administrator should substitute his/her name and title. Form CFS 430 should be completed at least in triplicate: one copy given to the child for whom bond is being arranged, one copy forwarded to the trustees of the fund and the original retained in the child's case file.